

Title: Resident Engineer	Effective Date: October 19, 2011	Grade: XIX	Job Category: Professional
Prior Title: Resident Engineer	Prior Effective Date: April 6, 2010	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the overall operation of the Resident Engineer's office and for obtaining compliance with contract plans and specifications on assigned highway construction projects.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Monitor the contractor's adherence to plans and specifications and to all pertinent administrative policies and procedures on assigned construction projects.
- Exercise judgment and initiative in maintaining, supervising, and managing a competent subordinate staff.
- Retain accurate records of personnel actions.
- Ensure that accurate, complete, and proper records are maintained on all phases of construction projects.
- Oversee preparation and submission of final estimates.
- Seek solutions to problems on construction projects not covered in the provided plans and specifications.
- Oversee training for construction personnel under supervision.
- Maintain professional human relations with contractor, public, etc. to facilitate cooperation and coordination of the project.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Thorough knowledge of highway engineering, construction techniques and procedures, material testing techniques and surveying. Supervisory capabilities and good human relations techniques. Ability to interpret and apply the Department's Resident Engineer's Manual, Manual of Field Sampling and Testing Procedures, Erosion and Sediment Control Design and Construction Manual, Standard Specifications for Highway Construction, Safety Manual, Accounting Manual and Personnel Manual. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Working knowledge of SiteManager and Earthwork Quantity Calculation software. Valid driver's license.